
NOTICE OF VACANCY

Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant positions:

1. One (1) Social Welfare Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: Regional Rehabilitation Center for Youth – I (RRCY-I)

Minimum Requirements:

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

Additional Requirements:

1. With knowledge and skills in case management;
2. With good technical writing and communication skills;
3. Computer literate (MS Office applications); and
4. With good interpersonal relationship.

2. One (1) Social Welfare Officer II (Contract of Service)

Salary Grade / Monthly Salary: SG 15 / PhP31,403.33

Area of Assignment: Kalipunan (Regionwide)

Minimum Requirements:

Education	–	Bachelor's degree in Social Work
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	RA 1080 – Registered Social Worker

Additional Requirements:

1. With experience in community organizing and social case management;
2. With good facilitation skills
3. With good coordination and networking skills
4. Proficient in the use of computer (MS Office and other applications)
5. With good communication skills – both oral and written (English)
6. With positive work attitude and can work well under pressure

Interested applicants may submit their application not later than **11 December 2018** with the following attachments:

1. Application Letter
2. Comprehensive Resume or updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);

4. Certificates of Trainings / Seminars attended / Employment;
5. Board Rating / Professional License / CS Eligibility/TESDA; and
6. Certification from School for Masteral units earned or completed, if any.

Likewise, applicants are advised to hand in or send through courier/email application to:

MS. RHEA R. RIDUAL-CALIX

Administrative Officer V

DSWD – Field Office 1

Quezon Avenue, City of San Fernando, La Union

Note:

1. Only **shortlisted** applicants are notified.
2. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
3. Applicants with **incomplete documents** shall not be entertained.

MARCELO NICOMEDES J. CASTILLO

Regional Director

12/04/2018

BY:


MARLENE FEBES D. PERALTA
ARD for Operations

Pursuant to:

SO No. 4154 Series of 2018